

Whitehouse

July 13, 2023

WHITEHOUSE COUNCIL AGENDA

July 18, 2023

6:30 P.M.

The Whitehouse Village Council is encouraging citizens to consider accessing public meetings remotely. You may do so by phone at 1-567-318-0438. You will then be prompted to press the following Meeting ID 635995669#. You may also access the meeting online by going to the Village website at www.whitehouseoh.gov and clicking on the link from the home page, please make sure you mute your microphone.

Notice is hereby given that the Whitehouse Village Council will meet on Tuesday, July 18, 2023, at 6:30 PM.

Welcome and thank you for attending the Whitehouse Village Council meeting. The purpose of the Village Council meeting is to conduct the official business of the Village of Whitehouse and to hear citizen's comments pertaining to items that appear on the agenda and comments for future consideration. We welcome and encourage your participation. If you wish to make a comment, please wait to be recognized then state your name and address for the record. Please make your comments as concise as possible to allow time for others who wish to make comments. The Mayor presides over the Council meeting and has the authority to take the actions necessary to maintain order and proper decorum among those present. Thank you for your cooperation.

- I. Call to Order
- II. Roll Call
- III. Prayer:
- IV. Pledge of Allegiance
- V. Adoption of Minutes of the June 20, 2023 Council Meeting
- VI. Adoption of Bills Dated July 13, 2023 and the Addendum Bills Dated July 18, 2023
- VII. Introduction of Persons to Appear Before Council
 - A. Justin Keeler, Presenting Appeal to Council on BZA Decision #02-2023
 - B. Jason Graven, Task Force 20, summary of event success
- VIII. Committee Reports
 - A. Report on the Fallen Timbers Union Cemetery District Meeting
 - B. Report on the June 22, 2023 Tree Commission Meeting
 - C. Report on the July 11, 2023 Committee of the Whole Meeting
- IX. Report of the Mayor
- X. Report of the Clerk of Council

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- XI. Report of the Village Administrator
- XII. Report of the Village Solicitor
- XIII. Report from Department Heads
- XIV. Citizen Comments on Agenda Items
- XV. Ordinances
 - A. **Ordinance 8-2023:** Establishing Pay Classifications, and Benefit Steps for Employees of the Village of Whitehouse, Lucas County, Ohio; Repealing Ordinance No. 18-2022 (previously authorized, as an emergency)
- XVI. Resolutions
 - A. **Resolution 11-2023:** Authorizing the Administrator to Purchase a 2024 Utility Stock Program Police Explorer for Use by the Police Department for the Village of Whitehouse, Lucas County, Ohio (needs authorized, as an emergency)
- XVII. Council Comments
- XVIII. Citizen Comments
- XIX. Adjournment

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CALL TO ORDER – ROLL CALL – PRAYER – PLEDGE OF ALLEGIANCE

Meeting called to order at 6:30 PM by Mayor Don Atkinson.

Council Members Present: Mayor Don Atkinson, Bob Keogh, Steve Connelly, Louann Artiaga, Richard Bingham, and President of Council Rebecca Conklin Kleiboemer

Council Members Absent: Mindy Curry – excused absence acknowledged by Mayor Atkinson

Staff Present: Administrator Jordan Daugherty, Deputy Administrator Joshua Hartbarger, Solicitor Kevin Heban, Director of Public Services Steve Pilcher, Police Chief Allan Baer, Fire Chief Jason Francis, Clerk Nicole Hartbarger

Guests Present: Pat Lehman, Denise Longnecker, Louella Rupp, Frances Homer, Jeannette Barney, Howard and Pat Jones, Lee Thomas, Cassandra Ackerman, Jack and Annette, Pastor Carol Williams-Young, Mark O’Neil, Karen Gerhardinger, Wendy Gehring

Council Prayer was given by Pastor Carol Williams-Young, Zion United Methodist Church.

Motion by Councilman Richard Bingham, seconded by Councilman Steve Connelly to approve the minutes of the June 6, 2023 meeting. 5 ayes

Motion by Councilwoman Louann Artiaga, seconded by Councilman Richard Bingham to approve the bills totaling \$28,247.35 dated June 15, 2023 and the Addendum bills totaling \$148,611.21 dated June 20, 2023 and the May 2023 Financial Statement. 5 ayes

PERSONS TO APPEAR BEFORE COUNCIL

Citizen Mark O’Neil of Oakbrook Drive came before council to request the authorization to host the annual Oak Brook Block Party on July 15th, 2023. The residents who live on Oak Brook and surrounding streets come together for a fun cookout and kid focused fun. They plan to have bounce houses as they have in years past. The event will take place where Oak Brook and Temperance streets meet, a small dead end area.

Motion by President Conklin Kleiboemer, seconded by Bingham to authorize usage of Oak Brook Street and Temperance Street area for Oak Brook Block Party event on July 15th, 2023. 5 ayes

COMMITTEE REPORTS

A. Board of Zoning Appeals Meeting – June 7th, 2023

- i. Meeting called to order at 6:03pm and Minutes from the May 3rd, 2023 meeting were approved.

- ii. Appeal #02-2023 had been submitted and was under review during this meeting. The homeowner is looking to construct a 50x26 pole barn in the middle of town on their property. The homeowner is attempting to get this approved by the Zoning Board as this type of construction is not typical for the middle of town – it is sometimes approved toward the outside of town closer to agricultural areas. After discussion between the homeowner and the Board of Zoning Appeals regarding the reasons for this type of construction and plans for the property it was decided by the Board to not uphold the appeal. The homeowner was given directive on follow up procedures, including the ability to appear before council as council is the owner of the zoning code.
- B. Committee of the Whole Meeting – June 13th, 2023
 - i. Meeting called to order at 6:30pm and Minutes from the May 9th, 2023 meeting were approved.
 - ii. Discussion on going back to Lucas County for Building Services was had. There were many positive reasons discussed as to why this would be a good move for the Village. It was decided during COW to make a recommendation to Council to give Village staff the authorization to enter into contract negotiations with Lucas County Building Services.
 - iii. The current shelter house fees were discussed along with the discussion on what the fees should be going forward. After all of the recent renovations to the shelter house it was decided that the rental fees should be updated as well. Comparison of rental fees in other areas was presented for guidance. During COW it was decided to make a recommendation to Council on an updated fee schedule for both residents and non-residents on go forward reservations.
 - iv. New business included an overview by Dave Riegenbach on the progress of the Income Tax increase campaign. There is a lot of work being done to make sure this is properly explained to residents. The first Income Tax campaign public meeting is now planned for July 25th, 2023.

Motion made by Councilman Bob Keogh, seconded by Bingham to authorize Village of Whitehouse staff to enter into contract negotiations with Lucas County Building Services. 5 ayes

Motion made by Bingham, seconded by Councilwoman Artiaga to approve the amendment to the Shelter House Rental fee schedule as presented by the Committee of the Whole. 5 ayes

REPORT OF THE MAYOR

- A. Special Recognition of Pastor Carol Williams-Young
 - i. Mayor Atkinson gives kudos to Pastor Carol for her many years of religious inclusion in her prayers and outreach. He also gives special recognition and acknowledgement to the years of support Pastor Carol and Zion church have given in regards to community members food shortages, especially during

the Covid years. Mayor Atkinson thanks Pastor Carol for her years of leadership and dedication to Zion church and the surrounding community as a whole.

- ii. Pastor Carol gives her appreciation to her whole congregation and the ministry workers who keep it all going within the church, including the food ministry.
- iii. Lee Thomas, Zion church member from Providence Township, gives appreciation to Pastor Carol on her years of service to their church saying she always goes above and beyond for her congregation including visits.
- iv. President of Council Conklin Kleiboemer noted the wonderful outreach of Zion church and its congregation members during Cherry Fest including a changing table for attendees to use.

REPORT OF THE CLERK OF COUNCIL

Mayor Atkinson asked for any items to report from Clerk Nicole Hartbarger. There were none.

REPORT OF THE VILLAGE ADMINISTRATOR

Mayor Atkinson asked for any items to report from Village Administrator Jordan Daugherty.

Daugherty reviewed Ordinance 7-2023 for Amending and Updating the Village rates and fees schedule in regard to the Shelter House Rental.

Motion by Artiaga, seconded by Bingham to request authorization for legislation amending and updating the Village of Whitehouse Schedule of Rates and Fees Ordinance 7-2023, as an emergency. 5 ayes

Daugherty also reviewed the information provided by village staff regarding the bid results from the street resurfacing project. Bid results pointed toward Bergman as the best option for the Village.

Motion by Bingham, seconded by Connelly to request authorization for legislation approving a contract for the 2023 Street Resurfacing project Resolution 10-2023, as an emergency. 5 ayes

Daugherty ended his report with a reminder that the Founders Day celebration will be on June 30th, 2023 with vendors beginning set up at 5pm next to Village Hall.

REPORT OF THE VILLAGE SOLICITOR

Mayor Atkinson asked Solicitor Kevin Heban for any items to be reported. There were none.

CITIZEN COMMENTS ON AGENDA ITEMS

Mayor Atkinson asked for Citizen Comments pertaining to Agenda items.

- Mark O'Neil, Oak Brook Drive, requested use of road barriers during the Oak Brook Block Party that was approved previously during the meeting. Public Services Director Pilcher confirmed that this request is on the form that was submitted by the Oak Brook residents and they will be provided by the Village.

ORDINANCES

Mayor Atkinson asked Solicitor Kevin Heban for any ordinances to be reviewed or voted on. Previously discussed Ordinance 7-2023 to be voted on.

Motion by Artiaga, seconded by Bingham to accept **Ordinance 7-2023: An Ordinance Amending and Updating the Village of Whitehouse Schedule of Rates and Fees Pursuant to Various Building, Zoning, Registration, and Ancillary Other Matters**, at its first reading and declaring an emergency. 5 ayes

Motion by Artiaga, seconded by Bingham to suspend the rules and to have the second and third reading of **Ordinance 7-2023** by title only and declaring an emergency. 5 ayes

Motion by Artiaga, seconded by Bingham to accept **Ordinance 7-2023** and to pass said Ordinance and declaring an emergency. Third reading vote by name. 5 ayes

RESOLUTIONS

Mayor Atkinson asked Heban for any resolutions to be reviewed or voted on. Previously discussed Resolution 10-2023 to be voted on.

Motion by Artiaga, seconded by Bingham to accept **Resolution 10-2023: A Resolution Authorizing the Administrator to Enter Into an Agreement for the 2023 Street Resurfacing in the Village of Whitehouse, Lucas County, Ohio**, at its first reading and declaring an emergency. 5 ayes

Motion by Artiaga, seconded by Bingham to suspend the rules and to have the second and third reading of **Resolution 10-2023** by title only and declaring an emergency. 5 ayes

Motion by Artiaga, seconded by Bingham to accept **Resolution 10-2023** and to pass said Resolution and declaring an emergency. Third reading vote by name. 5 ayes

OTHER ITEMS DISCUSSED

Department Heads

Public Services Director Steve Pilcher let Council know that there will be water line maintenance activity on Field Avenue in late July. He also mentioned that the previously approved street resurfacing project will begin in late July or early August.

Police Chief Allan Baer stated they have two newly hired Police Officers starting in the next few days. These hires are very helpful in filling the gap that the Police Department has

experienced with recent employee departures. He also reminded Council and staff of the multi-sport event happening on upcoming Saturday, June 24th, 2023.

Council Comments

Idea of being able to use credit cards when renting the Shelter House was brought up again, as it was in the Committee of the Whole meeting. This is being looked into, but credit card fees that the Village would have to pay could hinder the use of this payment method.

Kudos to Wendy Gehring and Whitehouse Regional Chamber of Commerce team for a great Cherry Fest. Parade was fantastic, thank you to all volunteers who helped.

ADJOURNMENT

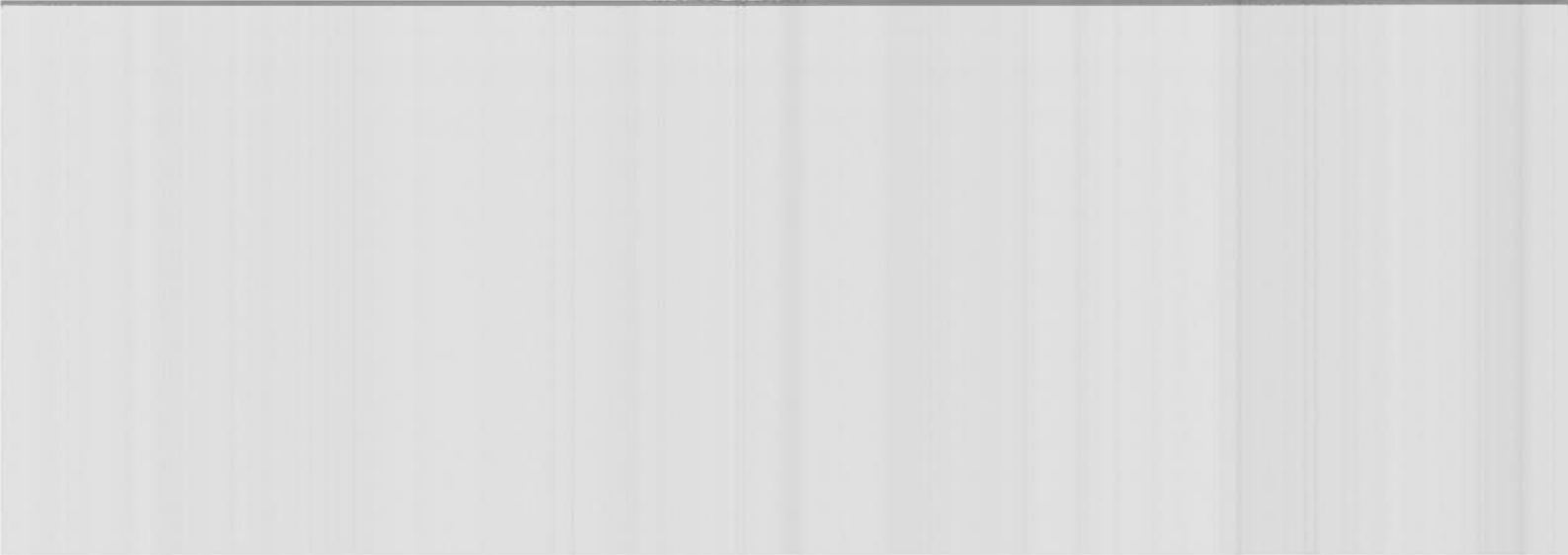
Motion by Keogh, seconded by Bingham to adjourn the meeting at 7:04pm. 5 ayes

Duly Appointed Clerk of Council

Mayor

COUNCIL BILLS
7/13/2023

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
ARS Refuse Service	Sanitation	\$9,470.00	\$9,470.00	Trash Bulk Pickup
AT&T	Fire	\$70.68		Phone Service
AT&T	Water	\$58.54	\$129.22	Phone Service
AT&T First Net	Fire	\$331.71		Cell Phones
AT&T First Net	Administration	\$47.01		Cell Phones
AT&T First Net	Water	\$23.51		Cell Phones
AT&T First Net	Sewer	\$23.50	\$425.73	Cell Phones
Advantage Equipment	Fire	\$336.73	\$336.73	Repair
American Public Works Association	Water	\$245.00		Training
American Public Works Association	Sewer	\$470.00	\$715.00	Training
Badger Meter	Water	\$95.80	\$95.80	Meter Reading Software
Bound Tree	Fire	\$456.07	\$456.07	EMS Supplies
Brian Petrell	Sewer	\$115.00	\$115.00	Employee Reimbursement
D3W Industries	Sewer	\$11,520.00	\$11,520.00	Sewer Treatments
ESO Solutions	Fire	\$291.29	\$291.29	Annual Software
Galls	Police	\$46.26	\$46.26	Uniform
Independence Health	Parks	\$141.00		Testing
Independence Health	Sewer	\$99.00		Testing
Independence Health	Police	\$102.00		Testing
Independence Health	Fire	\$114.00	\$456.00	Testing
JamAdmin Inc.	Streets	\$134.00	\$134.00	Tire Repair
Judy Mold	Water	\$58.78	\$58.78	Utility Refund
Kelly Norris	Fire	\$220.00	\$220.00	Employee Reimbursement
Kleinfelder	Capital Project	\$600.75	\$600.75	Water Tower
Marlin Capital Solutions	Fire	\$705.39	\$705.39	Toughbooks Payment
MA SI	Water	\$166.70	\$166.70	Water Sample Analysis
McCabe Outdoor Power	Streets	\$29.00	\$29.00	Chain
Menards	Capital Project	\$166.81		Supplies-Decant
Menards	Sewer	\$65.79		Supplies
Menards	Water	\$182.51		Supplies
Menards	Parks	\$20.28	\$435.39	Supplies
Mercy Health	Fire	\$23.18	\$23.18	Medications



VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
Mirror Newspapers	Administration	\$420.00	\$420.00	Legal Notice
ODP Business Solutions	Parks	\$145.76	\$145.76	Supplies
Ohio Gas Company	Maintenance	\$76.02		Natural Gas Charges
Ohio Gas Company	Fire	\$23.86		Natural Gas Charges
Ohio Gas Company	Life Squad	\$23.86		Natural Gas Charges
Ohio Gas Company	Parks	\$163.58		Natural Gas Charges
Ohio Gas Company	Police	\$16.65	\$303.97	Natural Gas Charges
Ohio School Resource Officers Assoc.	Police	\$110.00	\$110.00	Membership Dues
Perrysburg Garage Door	Fire	\$134.00	\$134.00	Garage Door Repair
Perrysburg Pipe & Supply	Water	\$101.50	\$101.50	Parts
Reliance	Fire	\$115.50	\$115.50	Oxygen
RGA	Streets	\$126.72	\$126.72	Parts
Samantha Zbikowski	Water	\$71.94	\$71.94	Utility Refund
SiteOne Landscape Supply	Parks	\$75.12	\$75.12	Supplies
Steve Rogers Ford	Water	\$175.00	\$175.00	Vehicle Repair
Stoneco	Sewer	\$126.74	\$126.74	Stone
Stratton Greenhouses	Streets	\$448.00	\$448.00	Fertilizer
T&J Mulch	Parks			Mulch
Toledo Edison	Police	\$396.33		Electric Charges
Toledo Edison	Fire	\$323.64		Electric Charges
Toledo Edison	Parks	\$931.72		Electric Charges
Toledo Edison	Maintenance	\$613.11		Electric Charges
Toledo Edison	Streets	\$109.65		Electric Charges
Toledo Edison	Life Squad	\$323.63		Electric Charges
Toledo Edison	Water	\$1,592.92		Electric Charges
Toledo Edison	Sewer	\$1,605.79	\$5,896.79	Electric Charges
Traffic Stop Uniform Supply	Police	\$372.91	\$372.91	Uniform
Treasurer of State of Ohio	Administration	\$11,418.50	\$11,418.50	2021-2022 Financial Audit
Triad Technologies	Streets	\$23.30	\$23.30	Parts
Triotech	Police	\$405.00		IT Services
Triotech	Capital Project	\$1,164.00		IT Services-Shelterhouse Renovations
Triotech	Administration	\$546.75	\$2,115.75	IT services
Ultra Bright Lightz	Administration	\$570.00	\$570.00	Vehicle Lights
UniFirst Corporation	Police	\$44.10		Rug Cleaning
UniFirst Corporation	Maintenance	\$44.10		Rug Cleaning
UniFirst Corporation	Fire	\$20.03		Rug Cleaning

VENDOR	DEPARTMENT	AMOUNT	TOTAL	DESCRIPTION
UniFirst Corporation	Life Squad	\$20.02	\$128.25	Rug Cleaning
US Bank	Police	\$138.23		Copier Charges
US Bank	Fire	\$136.57		Copier Charges
US Bank	Maintenance	\$208.65	\$483.45	Copier Charges
Verizon Wireless	Police	\$200.55		Cell Phones & Data
Verizon Wireless	Fire	\$200.55		Cell Phones & Data
Verizon Wireless	Parks	\$27.33		Cell Phones & Data
Verizon Wireless	Administration	\$40.64		Cell Phones & Data
Verizon Wireless	Maintenance	\$27.33		Cell Phones & Data
Verizon Wireless	Streets	\$27.33		Cell Phones & Data
Verizon Wireless	Water	\$27.33		Cell Phones & Data
Verizon Wireless	Sewer	\$27.33	\$578.39	Cell Phones & Data
Waterville Hardware	Fire	\$15.99	\$15.99	Batteries
William Barron PsyD	Police	\$420.00	\$420.00	Pre Employment Evaluation
Your COBRA Connection	Administration	\$126.00	\$126.00	COBRA Administration
		\$50,933.87	\$50,933.87	

Minutes
Whitehouse Tree Commission (TC)
June 22, 2023

Present: Sheri Luedtke (Chair), Amy Schultz, Diane DeYonker, Chris Manzey, Michelle Tippie, Elliot Tramer, Dianne Toffler, Richard Bingham (Council Rep), Brian Petrell (Staff Rep)

Minutes of the meeting of May 25, 2023 were accepted with three minor amendments (moved Diane D, second Elliot)

Old Business:

- TC will have a table at the farmers' market, which runs Saturdays 10 a.m.-1 p.m. from July 15-through August. Sheri will provide brochures, pest information, and free trees for anyone to take. She would appreciate help; Diane D will help on July 15.
- Master Plan update: Brian suggested the following new areas do not yet have designated trees: The Preserve; Stallion Circle and Rockingham Rd. in Steeplechase.
- Tree Inventory: 2 Callery Pears were removed (Southanne, Whiddemill Dr.). 5 dead oaks were removed from the roundabout on Rte 64. Sheri reported that a White Birch was removed from a cul de sac on Wildwood in Birch Pointe Farms, and a Fringetree will be planted to replace it, as dictated in the Master Plan. Brian reported that the Public Works Dept soon will begin creating a walking path at Sandra Park at the site of the planned new tree planting.
- Form and Docs: Several members of TC met at the Village Hall on May 31 to explore the contents of our document storage cabinet. Some of the contents were deemed to be of limited value to TC, including gardening books that will be donated to the 577 Foundation (moved Dianne T, second Michelle). Jill Gundy will store items whose possible value is uncertain, and provide backup of essential items such as meeting minutes, etc. Dianne T is reorganizing the contents by months and years, to make items easier to store and retrieve.
- Facebook – Sheri posted our Arbor Day celebration, and continues to include tree books and information on invaders such as Spotted Lanternfly and Hammer Head Worms.

New Business:

Chris stated that six coroplast signs had disappeared from trees along the Cannonball Trail. Replacements have been ordered.

Adjournment at 8:02 p.m. (moved Diane D., second Amy)

Respectfully submitted,

Elliot Tramer

**VILLAGE OF WHITEHOUSE
BOARD OF ZONING APPEALS MINUTES
June 7, 2023**

Board members present: Mike Walters, Julie Studer and Wendy Gehring. Also present were Justin Keeler, Deputy Administrator Josh Hartbarger and Zoning Clerk Jennifer Herman.

The Board of Zoning Appeals (BZA) meeting was called to order by Mike Walters at 6:03 p.m.

First item on the agenda is to approve the minutes of the May 3, 2023, meeting. Julie made a motion to accept, seconded by Wendy. Motion passed 3-0.

Second item on the agenda is to review, discuss and finalize a ruling regarding Appeal #02-2023, submitted by Theresa Torio and Justin Keeler, homeowners, for construction of a pole barn/garage in a C-2 Village Commercial district. Justin explained he wanted this type of building for storage/garage space. He has already put down a deposit for the building and has things in storage units. The building manufacturer told him steel is much stronger and will last a lot longer than a stick-built garage. He chose this type of building due to the cost. It is less expensive and more durable. Mike said there are special circumstances they need to consider granting a variance and any salesperson is going to tell you their product is better. Julie asked what the size of the building was. Justin said it is a 50 x 26 building and it will be in line with his house. He is also tearing down the existing garage that is there. He had to combine the two lots to put a garage up. Mike said the hard part is they have never allowed a pole barn in the center of town. They have allowed them closer to agricultural areas, where it is more in line with that area. Justin stated that if he did do a stick-built construction, the outside would still look the same because he would put steel on the outside. Mike wondered if it would be structurally sound. Justin said the steel construction is stronger. Julie said there is a reason they don't allow pole barns. Why are you looking at this type of construction? Justin said it is cheaper, it's going to last longer and be stronger. Mike asked why he prefers pole versus stick built. Justin said it lasts longer and wood rots. Mike said that steel also rusts. What about the foundation? He said there will be a foundation and the steel posts will be anchored to the concrete. Josh clarified that a true foundation is different than posts anchored to concrete. Justin said it would be a concrete slab with the posts anchored to piers rather than concrete block all the way around. Mike said he has a pole barn and a stick-built building on one of his properties and the pole barn has not lasted. He's had to replace three sides of it over the 22 years he's had it. Julie asked if he had the option to appeal to Council. Yes, he does. Justin asked why he would want to do that. Mike said they are the people who came up with the zoning code initially. No fee to appear before Council. Julie made a motion to deny the variance for the pole building, Wendy seconded. Motion passed 3-0.

With no other business to come before the committee, Wendy made a motion to adjourn, Julie seconded. The meeting was adjourned at 6:19 pm.

Respectfully submitted,

Joshua Hartbarger
Deputy Administrator

**STAFF REPORT
BOARD OF ZONING APPEALS #02-2023
June 7, 2023**

Applicants: Theresa Torio & Justin Keeler

Date Appeal Filed: May 8, 2023

Subject Property: 10816 Toledo Street, Whitehouse, OH, Zoned C-2 Village Center

Request: Applicants are requesting to build a pole barn on their parcel of land next to their existing residence. Chapter 1257.02(C) prohibits pole barns in any district other than "Agricultural."

Adjacent Zoning: To the north, south, east and west: C-2 Village Center

Adjacent Uses: To the north: Residential
To the south: Parkland
To the east: Residential
To the west: Residential

CONSIDERATIONS:

1. On April 17, 2023, a zoning permit was requested to build a pole barn next to the existing residence at 10816 Toledo Street by Justin Keeler.

2. The applicant was sent a letter by the Zoning Official, denying the request for a zoning permit because pole barns are not allowed in "C-2" Village Center Districts. On May 8, 2023, Applicant submitted an appeal for a variance to the Board of Zoning Appeals and paid the \$100.00 filing fee.

3. Chapter 1257.02 of the Whitehouse Zoning Code states:

(C) Pole Barn Construction

1. The construction and/or erection of pole-type buildings and barns shall be permitted only within the specific areas of the Village, as are now or shall be henceforth zoned "Agricultural." "Agricultural" zoned areas of the Village are those areas so designated in Chapter 1250 (Establishment of Districts).

2. Any and all pole-type construction and/or erection of such buildings shall be subject to all other codes and regulations of the Village as may be designated in applicable building or zoning codes and regulations for the Village.

4. Applicants are asking for a variance of Chapter 1257.02 (C) to allow the construction of a pole barn in an C-2 District.

5. Section 1242.03 of the Zoning Code sets forth the powers and jurisdiction of the BZA as follows:

(B) Variances. To authorize, upon appeal, a variance from the practical difficulties of strict application of the terms of this Zoning Ordinance, where the landowner would be deprived of reasonable return or beneficial use of property by reason of exceptional narrowness, shallowness or shape or exceptional topographic conditions or other extraordinary situation or condition of a lot, provided such relief may be granted without substantial detriment to the public good and without substantially impairing the intent of the Zoning Ordinance, and provided further that no variance shall be granted unless the Board specifically finds that all of the following conditions exist:

1. The special circumstances or conditions applying to the building or land in question are peculiar to such lot or property and do not apply generally to other land or buildings in the vicinity.
2. The granting of the application is necessary for the preservation and enjoyment of a substantial property right and not merely to serve as a convenience to the applicant.
3. The condition from which relief or a variance is sought did not result from action by the applicant.
4. The authorizing of the variance will not impair an adequate supply of light and air to adjacent property or unreasonably increase the congestion in public streets, or increase the danger of fire or imperil the public safety or unreasonably diminish or impair established property values within the surrounding area, or in any other respect impair the health, safety, convenience or general welfare of the inhabitants of the Village.

Respectfully submitted,

Joshua Hartbarger
Chief Operating Officer

**Village of Whitehouse
Village Council Meeting As A
Committee of the Whole
Village Hall, Whitehouse, OH
6:30pm July 11th, 2023**

CALL TO ORDER – ROLL CALL

Meeting called to order at 6:30pm by President of Council Rebecca Conklin Kleiboemer.

Council Members Present: Bob Keogh, Steve Connelly (online attendance, no vote), Mindy Curry, Louann Artiaga, Richard Bingham, and President of Council Rebecca Conklin Kleiboemer

Council Members Absent: None

Staff Present: Administrator Jordan Daugherty, Deputy Administrator Joshua Hartbarger, Director of Public Services Steve Pilcher, Fire Chief Jason Francis, Clerk Nicole Hartbarger, Mayor Don Atkinson (online)

Guests Present: Wendy Gehring, Jennifer Bingham

Motion by Councilwoman Louann Artiaga, seconded by Councilman Richard Bingham to approve the minutes of the June 13th, 2023 meeting. 5 ayes

CITIZEN COMMENTS ON COMMITTEE OF THE WHOLE AGENDA ITEMS

Council President Conklin Kleiboemer asked if there were any citizen comments to be made regarding the agenda items. There were none.

FINANCE

Proposed Amendment to the Pay Scale

Village Administrator Daugherty began the discussion on the general reason for the ask of the adjustment to the current pay scale for Whitehouse Village employees – it is being driven by the current organizational shift along with a recent employee departure. The departure of the Planning Administrator caused a vacancy with the need to administer some staffing changes. He handed the discussion of details over to Deputy Administrator Hartbarger.

Hartbarger commented again on the continuous work on the organizational change that has driven some evaluation of workflow, workloads, and work needs. With the review of these items, the administrative staff has opened the position of Accounting Specialist. Hartbarger mentioned that the initial goal is to always fill positions from internal candidates. With the Accounting Specialist role, there is a perfect internal fit with current staff member Jill Gundy, a Whitehouse staff member for over 15 years. Daugherty commented that Jill has the required skill set and competence to fit right into this new position; she is already doing a lot of the tasks and doing a great job. Both Hartbarger and Daugherty commented that the rationale behind the new Accounting Specialist role is to create a value-add position within the department, not backfill a management position. The goal is to adjust the pay scale to include a step in between the current B and C steps, proposed as B.1.

Committee members shared the following comments and questions during their discussion:

- It was asked for a quick refresh on the pay scale. Daugherty explained that the pay scale is a 6 step process that has been in place for the Village for 25 years. New hires do not need to be hired at the first step as we are always trying to hire employees with good experience.
- Can it be confirmed why we are not back filling a management position? Daugherty confirmed that the Deputy Administrator role has taken over the management role of the vacated position and the need is for a position that is more task based.
- Will this require a change to the current organizational chart? Hartbarger commented that it does not require a change, the position falls in line with the current structure.
- Will there be a need to backfill the current position that Jill fulfills? Hartbarger commented that they are working on a new hire for a clerical role, this will help pick up some tasks, there will not be a need to do a direct backfill of Jill's current role.

- Daugherty confirmed that this pay scale change would go into effect as soon as it is passed through Council vote.
- Several Council members commented that Jill is extremely deserving of this promotion and role change. She is a great fit and always goes above and beyond for the Village.

Motion by Councilwoman Artiaga, seconded by Councilman Bingham to recommend to Council the proposed adjustment to the pay scale, now including a B.1 step. 5 ayes

GENERAL

Discussion on Events Approval Process

Village Administrator Daugherty began the discussion by doing a quick review of the memo that was provided to the Committee of the Whole prior to the meeting. The additional information included on this topic is for Council understanding of what the process entails, but the main focus of conversation is on the memo. Daugherty asked that the expectations of the Mayor and Council be discussed when it comes to scheduling events. It is a general understanding that Whitehouse has the desire to continue to be an attractive and hospitable location to host events. What the Administration needs to focus on is the fact that having too many events is very taxing to our current staff levels. The events add pressure to staffing.

Daugherty told Council that the details provided in the memo, the process of approving events, has nothing to do with financial strain or rates. Overtime of employees who staff these events has not been a problem to this current point. The issue is the amount of time that staff needs to have available to make sure these events are handled properly. The strain on staffing is typically Safety Services, Police and Fire, but it has lately extended into the needs of the Public Works department as well. While Whitehouse would love to host as many events as possible, we have to make sure our core responsibilities and needs as a Village are being met as well.

Daugherty commented that from the memo provided there are three points that need to be discussed to ensure that Village Administrative staff and Council are on the same page. First, the idea of capping the number of events that occur within the Village to the currently scheduled number of nine. He mentioned that these events, even recurring events, should be at a first come, first serve basis. Second, enforcing a required 60 day prior to event window for requesting events. He knows there are always exceptions, but the 60 days should be the rule. Third, the idea that Council is open to the Administrative staff rejecting requests of events if they are not possible due to staffing, too many events in a row or any other reason that the Administrators deem necessary. The Administrative staff would be looking to Council to support and uphold the reasons that the event is rejected, with the ability to discuss exceptions.

Committee members shared the following comments and questions during their discussion:

- Council approves the use of the public space within the Village but relies on the Administrative staff to focus on operational coverage. The operational coverage should be worked out prior to the approval of Council.
- Council supports the idea of the Administrative staff rejecting an event request for any reason. They looked for confirmation that the community members requesting the event would be given the reason for the rejection along with the opportunity to appeal this decision before Council. Daugherty commented that absolutely people could still come before Council asking for the event to occur. He would make sure both Council and the event requester understand the reason for rejection.
- It was commented that this could be handled similarly to BZA appeals; but it was also commented that currently the BZA appeals are spelled out in policy form.
- Some concern that Whitehouse residents may not get to host events due to the capping of the number of events, that these events could all go to groups outside of Whitehouse. Hartbarger and Daugherty commented that the Village could notify those Whitehouse residents who hold recurring events in town of the updated Event Approval Process requirements to make sure they can get their events scheduled.
- Hartbarger commented that there are Monday meetings scheduled with both the person requesting the event and Village staff to go over needs of the event along with suggestion of anything to make staffing less taxing, i.e. update the requested route for a 5k race to not cross as many streets where staff has to block the road.

- What is the current number of days groups or people are giving for their event requests? Hartbarger commented that some of the recurring events go as low as 30 days or slightly less before their event to make requests and get approval.
- Confirmed that exceptions can be reviewed on a case by case basis and made for events that fit with time lines and are not over taxing to staff.
- It was mentioned that some event locations require only 30 days notice, but this is for locations that only host events, that is what their staff and employees are fully dedicated to. Whitehouse staff has many other responsibilities so it would make sense to require more days notice.
- Confirmed that the 60 days event request notice is for the event application to be turned in. The actual approval from Administrative staff and Council can happen within that 60 days and less time frame.
- Main concern is the staffing levels of Safety Services. We do not want to over tax these employees and departments as we do not have extra Police and Fire/EMTs currently.
- What does the capping of events mean? A certain number per month or year? Daugherty commented that they would like to cap the number of events at the current nine that are scheduled for 2023. These are nine events that are outside of Whitehouse affiliated events such as Cherry Fest, Summer Concert Series, Holiday Parade, etc. We are not asking to cut any of the nine standard events that have been recurring for some time but looking to cap it at this number.
- It was commented that the capping of the number of events sounds like a very hard and fast rule. Could this be discretionary? Maybe enforce some 'black out' periods or weekends? Daugherty commented that the hope is comment three within the memo covers any impracticality that may occur with event requests. Administrative staff has no judgement on what type of event is being held, just on the ability for the Village to be able to successfully host it.
- Confirmed that the cap on the number of events is for events that burden Village staff and require staffing during the event itself. This does not take into consideration the smaller events that continue to happen throughout the year i.e. Dancing in the Park or other events that require only public space.
- Do we need to adjust event fees to cover more staffing due to rising costs of employees? Not comfortable with all of the employee overtime that occurs with these staffed events. Should we be charging different rates to Whitehouse residents and Non-Residents as we do for the Shelter House rental? It was commented that this would be cumbersome to track. Daugherty did comment that the current event fee is not meant to fully cover costs, and we are trying to stay competitive. It was suggested to review the event rates at the end of the year with more data from 2023 events. The comment was also made that Council and Administrative staff need to hold firm on not waiving the event fees unless it is for true non-profit organizations.
- Mayor Atkinson commented that he likes the idea of leaving some room for discretion on additional events and supports giving preference to Whitehouse residents if it comes to that.
- Several comments were made that Council does fully support the decisions of Administrative staff and the event approval process laid out in the memo.

President Conklin Kleiboemer asked if all Council members were in good understanding and support of the event approval process as discussed. All Council members said yes. No motion or vote necessary to take to Council.

CITIZEN COMMENTS

Council President Conklin Kleiboemer asked if there were any general citizen comments to be made. There were none.

OTHER BUSINESS

Council President Conklin Kleiboemer for comments on other business from all Committee of the Whole members.

Councilwoman Curry gave kudos to Clerk Nicole Hartbarger on the updates made to the minutes for Committee of the Whole and Council meetings. She commented that they were easy to follow and good detail. Councilwoman Artiaga mentioned that she previously gave Clerk Hartbarger kudos and agrees.

No comments on other business were made.

ADJOURNMENT

Motion by Councilman Bob Keogh, seconded by Councilman Bingham to adjourn the meeting at 7:27pm.

Respectfully submitted by Nicole Hartbarger, Clerk of Council

ORDINANCE NO. 8 -2023

AN ORDINANCE ESTABLISHING PAY CLASSIFICATIONS, AND BENEFIT STEPS FOR EMPLOYEES OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO; REPEALING ORDINANCE NO. 18-2022, AND DECLARING AN EMERGENCY.

WHEREAS, the Administrator and Council Committee of the Whole of the Village of Whitehouse, Lucas County, Ohio, have recommended changes to the Pay Classifications and Benefit Step to be conferred upon Village Employees; and

WHEREAS, this Council is desirous of adopting said recommendations.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, three-fourths (3/4) of all members elected thereto concurring:

SECTION I: That Ordinance No. 18-2022 is hereby repealed in its entirety effective July 18, 2023 and further that all ordinances, administrative manuals, portions of ordinances, portions of administrative manual, memorandums or written policies in conflict herewith are hereby repealed.

SECTION II: That effective as of July 18, 2023 the Village of Whitehouse, Lucas County, Ohio "Position Classification and Compensation Plan" shall exist with respect to Pay Classifications and Step Ranges in the form as attached hereto as Exhibit A, as incorporated by reference herein and shall be placed in all personnel data manuals. The Administrator of the Village of Whitehouse, Lucas County, Ohio, shall initially place all Village personnel in the appropriate classification; annually place all Village personnel in the appropriate compensation steps; and thereafter distribute and update all written manuals, policy or similar written memorandums, to conform with the pay and benefit scales attached hereto as Exhibit A.

SECTION III: That all ordinances or parts of ordinances inconsistent herewith be and the same are hereby repealed.

SECTION IV: It is hereby found and determined that all formal actions of this Council including any of its committees concerning and relating to the adoption of this ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees that resulted in such formal actions as contained herein were and are in compliance with all legal requirements as set forth by Village Charter.

SECTION V: This ordinance is hereby determined to be an emergency measure necessary for the immediate preservation of the public peace, health and safety of said Village and for the further reason that the adoption of this ordinance is necessary to provide updated pay and benefit schedules to the employees of the Village of Whitehouse, Lucas County, Ohio, in accordance with law.

WHEREFORE, this ordinance shall take full force and effect immediately upon its passage and approval.

VOTE ON THE EMERGENCY MEASURE: Yeas: _____ Nays: _____

FINAL VOTE ON THE MEASURE: Yeas: _____ Nays: _____

First Reading:_____

Second Reading:_____

Third Reading:_____

EFFECTIVE DATE OF THIS ORDINANCE:_____, 2023

Donald L. Atkinson, Mayor

ATTEST:

Nicole Hartbarger, Clerk of Council

Kevin A. Heban, Solicitor

VILLAGE OF WHITEHOUSE
PAY CLASSIFICATIONS
7/18/2023

CLASS	POSITION	STEP						
		1	2	3	4	5	6	
		Hourly Rate Annual						
A	Police Chief, Director of Public Service, Finance Director, Fire Chief	\$ 59,837	\$ 64,731	\$ 69,623	\$ 74,513	\$ 79,410	\$ 85,066	
A.1	Deputy Fire Chief, Deputy Police Chief	\$ 51,632	\$ 54,996	\$ 59,734	\$ 65,086	\$ 69,410	\$ 74,872	
B	Sergeant, Tax Commissioner, & Training Officer	\$ 23.11 \$ 48,063	\$ 24.73 \$ 51,429	\$ 27.00 \$ 56,167	\$ 29.58 \$ 61,518	\$ 31.66 \$ 65,843	\$ 34.28 \$ 71,305	
B.1	Accounting Specialist	\$ 20.87 \$ 43,413	\$ 22.80 \$ 47,420	\$ 24.84 \$ 51,661	\$ 26.98 \$ 56,118	\$ 28.97 \$ 60,252	\$ 30.95 \$ 64,366	
C	Building/Zoning Clerk, Account Clerk, Public Service	\$ 18.47 \$ 38,413	\$ 20.39 \$ 42,420	\$ 22.43 \$ 46,661	\$ 24.58 \$ 51,118	\$ 26.56 \$ 55,252	\$ 28.54 \$ 59,366	
	Additional Pay (Public Service): Water Operator Class I License = \$.25 per hour Water Operator Class II License = \$.50 per hour Wastewater Collections Class II License = \$.25 per hour Supervisor = \$ 2.00 per hour							
	C.1	Office Assistant	\$ 14.37 \$ 29,886	\$ 16.20 \$ 33,700	\$ 17.44 \$ 36,271	\$ 18.64 \$ 38,777	\$ 19.64 \$ 40,856	\$ 21.18 \$ 44,048
	D	Patrol Officer	\$ 20.67 \$ 42,998	\$ 22.60 \$ 47,004	\$ 24.42 \$ 50,796	\$ 26.35 \$ 54,803	\$ 28.26 \$ 58,787	\$ 30.02 \$ 62,451
E	Additional Pay: Police Corporal = \$1.00 per hour							
	Paramedic (based on 2,990 hrs.)	\$ 16.06 \$ 48,013	\$ 17.65 \$ 52,786	\$ 19.06 \$ 56,974	\$ 20.87 \$ 62,395	\$ 22.58 \$ 67,507	\$ 24.15 \$ 72,219	
	Additional Pay: Paramedic Chief = \$.70 per hour or \$2,000 annually Paramedic Captain = \$.35 per hour or \$1,000 annually Paramedic Lieutenant = \$.25 per hour or \$750 annually							
F	Regular Part Time Employee Office Staff, Safety Asst. (25 hrs. wk)	\$ 18,679 \$ 14.37	\$ 21,062 \$ 16.20	\$ 22,669 \$ 17.44	\$ 24,236 \$ 18.64	\$ 25,535 \$ 19.64	\$ 27,530 \$ 21.18	
G	Part Time Positions Police Department							
	Patrolperson	\$ 16.05	\$ 17.19	\$ 18.33	\$ 19.57	\$ 21.18	\$ 22.02	
	Auxiliary Police Officer	\$ 13.85 per hour, for specialized duties and mandated training						
	Crossing Guard	\$ 13.85 per crossing shift						
	Seasonal Employees							
	Recreation Director	\$ 12.55	TO				\$ 19.06	
	Seasonal (Pub. Svc./Park)	\$ 12.55	TO				\$ 19.06	
	Fire Department							
	Paramedics	\$ 14.71	TO				\$ 19.07	
	EMT	\$ 13.09	TO				\$ 17.43	
H	Volunteer Fire Department							
	Asst. Fire Chief	\$ 3,454.95 annually						
	Deputy Chief	\$ 2,572.82 annually						
	Captain	\$ 1,727.46 annually						
	Lieutenant	\$ 1,176.17 annually						
	Officers & Firefighters (includes drills up to 24 annually)	\$ 13.09	TO				\$ 19.07	
I	Full Time Fire Department							
	EMT - Paramedic	\$ 16.06	\$ 17.65	\$ 19.06	\$ 20.87	\$ 22.58	\$ 24.15	
	EMT - Basic	\$ 14.43	\$ 15.51	\$ 16.60	\$ 17.70	\$ 18.78	\$ 19.87	
	EMT - Basic Float	\$ 14.43	\$ 15.51	\$ 16.60	\$ 17.70	\$ 18.78	\$ 19.87	

RESOLUTION NO. 11 - 2023

**A RESOLUTION AUTHORIZING THE ADMINISTRATOR TO
PURCHASE A 2024 UTILITY STOCK PROGRAM POLICE EXPLORER FOR USE BY
THE POLICE DEPARTMENT FOR THE VILLAGE OF WHITEHOUSE, LUCAS
COUNTY, OHIO,
AND DECLARING AN EMERGENCY.**

WHEREAS, it is the recommendation of the Chief of Police and the Village Administrator that the Village purchase one 2024 Utility Stock Program Police Interceptor; and

WHEREAS, the Council of the Village of Whitehouse is desirous of implementing said recommendation;

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE VILLAGE OF WHITEHOUSE, LUCAS COUNTY, OHIO, three-fourths (3/4) of all members elected thereto concurring:

SECTION I: That the Administrator of the Village of Whitehouse be and is hereby authorized and directed to purchase from Statewide Ford Lincoln, 1108 W. Main Street, Van Wert, Ohio 45891, a 2024 Utility Stock Program Police Interceptor.

SECTION II: That the sum of Sixty-four Thousand Five Hundred forty-eight and 00/100 Dollars (\$64,548.00) or so much thereof as may be needed, be and the same is hereby appropriated from the General Fund.

SECTION III: It is hereby found and determined that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted at an open meeting of this Council and the deliberations of this Council and any of its committees that resulted in such formal actions as contained herein were and are in compliance with all legal requirements as set forth by Village Charter.

SECTION IV: This Resolution is hereby declared to be an Emergency Measure necessary for the immediate preservation of the public peace, health and safety of said Village and its inhabitants and for the further reason that this Resolution is necessary to provide updated

equipment to ensure continuation of law enforcement patrolling and response for the Village and its inhabitants without due delay.

WHEREFORE, this Resolution shall take effect and be in full force immediately upon its passage and approval.

FINAL VOTE ON THE MEASURE: Yeas: _____ Nays: _____

First Reading:

Second Reading:

Third Reading:

EFFECTIVE DATE OF THIS ORDINANCE: _____, 2023.

Yeas: _____ Nays: _____

ADOPTED AND EFFECTIVE: _____, 2023.

_____ Mayor

ATTEST:

Nicole Hartbarger, Clerk of Council

Kevin A. Heban, Solicitor

Whitehouse Police Department
6925 Providence Street
Whitehouse, OH 43571
419-877-9191
kscheuerman@whitehouseoh.gov

P.O. NUMBER	DATE

VENDOR	CUSTOMER
NAME	NAME
Steve Rick	Kenneth Scheuerman
COMPANY NAME	COMPANY NAME
Statewide Ford	Village of Whitehouse Police Department
ADDRESS	ADDRESS
1108 West Main Street Van Wert, OH. 45891	6925 Providence Street Whitehouse Ohio 43571
PHONE	PHONE
866-313-5042	419-877-9191
EMAIL ADDRESS	EMAIL ADDRESS
steverick@statewideford.com	kscheuerman@whitehouseoh.gov

SHIPPING TERMS	SHIPPING METHOD	
Car Hauler	Delivery	

[illegible]

Note:	Subtotal (\$)	64,548.00
	Delivery (\$)	
	Tax (\$)	
	Total Amount (\$)	64,548.00

Reference Number				230937SR							
Statewide Ford Lincoln		Revision Level		Revision 1		Sales Rep Name		SFL Vehicle Build		Location Of Job	
1108 W. Main Street		Date		6/15/2023		Steve Rick		<input checked="" type="checkbox"/> SFL Vehicle Build		<input checked="" type="checkbox"/> SEP Location	
Van Wert, Ohio 45891		Vehicle		2024		Utility		<input type="checkbox"/> Cust. Vehicle Build		<input type="checkbox"/> Cust. Location	
		Status		Quote Valid 30 Days		Purchase Order Number		Estimated Time		Other	
Customer Billing Information				Contact Information				Customer Shipping Information			
Purchaser Name	Whitehouse Police Department			Email	kscheuerman@whitehouseoh.gov			Drop Ship Company			
Contact Name	Ken Scheuerman			Phone	419-887-9191			Delivery Attention			
Mailing Address	6925 Providence Street			Fax				Delivery Address			
City, State & Zip	Whitehouse, Ohio 43571			Package #				City, State & Zip			
Notes Section:											
QTY	Manufacturer	Part Number		Part Description		Unit Price	Extended Price	Cost of Options			
-1	Ford	99B		Remove Hybrid Engine To 3.3L Gas Engine		\$ 2,200.00	\$ (2,200.00)				
							\$ -				
							\$ -				
1	SFL	Ready For Patrol		2024 Utility Stock Program from Statewide Ford		\$63,041.00	\$ 63,041.00				
		Black		Utility Interceptor, AWD, Hybrid engine			\$ -				
				LED ready headlamps, Red/Clear Light In Cargo Area			\$ -				
				Heated Mirrors, Courtesy Lamps Inoperative			\$ -				
				Global Unlock, Rear Door Handles Inoperative			\$ -				
				Keyed Alike 1284X			\$ -				
				Delivery charge (included)			\$ -				
				Following Equipment Included In Stock Price:			\$ -				
				Tall Man Recessed Partition With Center Sliding Window			\$ -				
				Rear Partition With Upper Metal Screen			\$ -				
				Replacement Seat With Outboard Seatbelts			\$ -				
				Vertical Steel Window Guards			\$ -				
				Dual Weapon Mount With Universal Locks			\$ -				
				Havis Console With Dual Cup Holder & Height			\$ -				
				Adjustable Armrest, Swing Arm For Laptop Cradle			\$ -				
				Magnetic Mic, Secure Idle			\$ -				
				Dome Light Between Driver And Passenger			\$ -				

Customer	Whitehouse Police Department	Reference Number	230937SR	Revision Level	Revision 1	Sales Rep Name	Steve Rick
QTY	Manufacturer	Part Number	Part Description	Unit Price	Extended Price	Cost of Options	
<input type="checkbox"/>			Following Warning Equipment Included In Stock Price:		\$ -		
<input type="checkbox"/>			*nForce NXT Tri Color Lightbar		\$ -		
<input type="checkbox"/>			*481 Siren And Switch Controller		\$ -		
<input type="checkbox"/>			*100 Watt Speaker With Mounting Bracket		\$ -		
<input type="checkbox"/>			*Single Color LEDs For Side Cargo Windows		\$ -		
<input type="checkbox"/>			*(2) Tri Color Grille Lights		\$ -		
<input type="checkbox"/>			*(2) Tri Color Spoiler Lights		\$ -		
<input type="checkbox"/>			*(2) Single Color LEDs For Under Hatch		\$ -		
<input type="checkbox"/>			*(2) Red LED lights for corner of tail lights		\$ -		
<input type="checkbox"/>			The Following Equipment To Be Added To The Vehicle:		\$ -		
<input type="checkbox"/>	1	Setina	Aluminum Push Bumper	\$ 598.00	\$ 598.00		
<input type="checkbox"/>	1	Lind	Lind Power Adapter Bracket	\$ 35.00	\$ 35.00		
<input type="checkbox"/>	1	Havis	Keyboard Mounting Plate And Adapter	\$ 150.00	\$ 150.00		
<input type="checkbox"/>	1	Havis	Monitor Adapter Plate	\$ 135.00	\$ 135.00		
<input type="checkbox"/>	1	Havis	Universal Monitor Mount	\$ 75.00	\$ 75.00		
<input type="checkbox"/>	1	Havis	Bracket Assembly	\$ 26.00	\$ 26.00		
<input type="checkbox"/>	1	Havis	Side Pole Mount	\$ 146.00	\$ 146.00		
<input type="checkbox"/>	1	AutoTrim	Reflective Decals	\$1,125.00	\$ 1,125.00		
<input type="checkbox"/>	1	Cruisers	Radar Brackets	\$ 167.00	\$ 167.00		
<input type="checkbox"/>					\$ -		
<input type="checkbox"/>	1	SEP	Labor+Materials To Install Customer Supplied	\$1,250.00	\$ 1,250.00		
<input type="checkbox"/>			2 Piece Radio		\$ -		
<input type="checkbox"/>			Dual Antenna MPH Radar		\$ -		
<input type="checkbox"/>			Datalux Computer With Keyboard		\$ -		
<input type="checkbox"/>			Modem With Antenna		\$ -		
<input type="checkbox"/>			Pro-Vision Camera System		\$ -		
<input type="checkbox"/>					\$ -		
				SubTotal	\$ 64,548.00		
				Installation			
<input type="checkbox"/> Check if Actual Shipping is to be Charged				Shipping	\$ -		
				Tax Rate	\$ -		
				Total	\$ 64,548.00		

VILLAGE OF WHITEHOUSE

July 18, 2023

ADMINISTRATION

- 07-18-23 1. June 30, 2023: Income Tax Collection = \$2,023,594.30
Compared to last year = \$1,822,112.89 (11.06% increase)
JEDD & JEDZ collections = \$1,618,363.01
- 02-19-19 2. Safety and Health Report: Last lost time injury was January 14, 2019

ADMINISTRATIVE ACTIVITIES

COMMUNITY DEVELOPMENT

SUBDIVISION DEVELOPMENTS

GRANTS

07-18-23

1. **Pedestrian Bridge** – A TMACOG funded tap project to install a 10' wide path along the north side of SR 64 between Whitehouse Square Blvd. and Finzel Rd. project includes a 14' wide pedestrian bridge over Blue Creek. – Construction year 2023. 80/20 Grant. Engineers Estimate \$652,000. Grant \$521,600. Conducted ODOT Field Review on 4-27-21. Design Engineering Completed. Legislation for ODOT Bridge Inspection. Project out to bid. Bid over Engineers estimate – bids rejected. Will rebid. Out to bid. Bid opening date – 4/20/23. Bid Over Engineer's Estimate. Will need rebid.
2. **Whitehouse Streets Resurfacing** – This OPWC funded project will see the resurfacing of Wabash St., Lucas St. Gilead St. and all Blue Creek Gardens resurfaced utilizing traditional mill/fill resurfacing methods. This project is a joint funding project with the Lucas County Engineer which will see a large portion of Dutch Road resurfaced. These projects are being schedule for 2023. Request authorization for Administrator to advertise for bids. Bid Opening – June 15, 2023. Awarded to Henry W. Bergman, Inc. - \$163,442.87.
3. **Swanton Street Reconstruction** – Total Reconstruction of Swanton Street, from Maumee to Texas St. This is in the OPWC project pipeline for FY 2024.
4. **North Texas St. (Lone Oak Ditch to Swan Creek), Bond St., Cemetery Rd (Intersection at SR 64)** – 2025 OPWC Street Resurfacing

PARKS & RECREATION

- 04-13-23 1. **Providence St. Plazas at Wabash Cannonball Trail** – Reconstruction of both East & West plazas to include a pop fountain area. Plans in engineering – under Council review. Postponed until 2024.
2. **Tree Commission Urban Forestry Grant**-Whitehouse Applied for and was awarded a 10,000 matching grant to be used for the planting of trees. These trees will be planted at Sandra Park. The trees will be selected by the Tree Commission. Public Works Department will assist in the layout and planting. Planting will take place in fall 2023.

STREETS

WATER

04-13-23

1. **Elevated Storage Study** – Contracted with Poggemeyer Design Group to evaluate water distribution needs for future elevated water storage. In progress. Completed and reviewed.
2. **Field Avenue Water Main Improvements** – Upsize existing water main from 6” to 8”. Anticipate bid to be January 2023 – Out to bid – bid opening 2-3-23. Awarded to Kyle J. Sherman Excavating-\$200,216.00
3. **Industrial Parkway Water Main** – Renew with PVC – upsize from 8” to 10”. Anticipate bid to be January 2023. Out to bid – bid opening 2-3-23. Awarded to Kyle J. Sherman Excavating-\$265,358.00.
4. **Elevated Storage** – A new .5MG Water Tower is currently in the design engineering phase. Design engineer is Poggemeyer Design Group.

WASTE WATER

11-01-22

1. **Sanitary Sewer Trunk Main** –Working with Jones & Henry Engineering on the installation of a sanitary sewer trunk main to be constructed to replace current force mains and sewage pumping stations which are nearing the end of their useful life and needing replaced. Wrapping up plans to submit to OEPA. Easement acquisitions underway. Awarded to Mark Shaffer’s Excavating & Trucking for \$2,486,185.00. Construction Spring 2021-Project started March 2021. Presently on hold-delay in material acquisition. Material acquired-construction has resumed. Cemetery Rd closing July 26th for 35 days. Cemetery Rd. & Wabash Cannonball Trail are open. Currently constructing final connections at Logan and Field Ave. All underground construction completed. Earth work & pavement restoration is underway. Final clean up completed. Awaiting project closeout.

STORM SEWER

12-06-22

1. Staff working with Lucas County Engineer to move forward petition process for the maintenance of Swan Creek to include all of the Swan Creek Watershed west of I-475 in Lucas County. Petitions to be filed with Lucas County. Ditch petition hearing to begin Spring 2021. Petition Filed. First reading held 12-2-21. Approved by unanimous vote to continue with determining the need for ditch maintenance and costs. Expected to take 24 months to gather information.
2. **Decant Pad** – A decant pad will be constructed in 2023 utilizing ARPA funds. The decant pad will be constructed at the Public Work Facility and will be utilized as a dewatering area for wet material waste. Estimated \$50,000.00.

SANITATION

02-07-23

1. Authorized renewal of 5-year contract with ARS. Established 2023 bulk dates as March 25, June 24, and September 23. The drop off dates will be January 7 & 14, 2023. January 7th Drop off – 99 vehicles filling 2-40 yd. dumpsters., January 14th Drop off – 76 vehicles partially filling 2-40 yd dumpsters.

MISCELLANEOUS

- 06-06-23** 1. **Building Permits:** 5 new homes as of 07-06-23.
- 05-16-23** 2. **Public Works:**
1. Water Department
 - a. Valve Exercising
 - b. Hydrant Maintenance Programs
 2. Sewer Flushing & Manhole Evaluations
 3. Storm Water Inspections – Outfalls & Asst. Management
 4. Street- Spring/Summer operations & Tree trimming.

Boards and Commissions

- A. Board of Zoning Appeals
 1. Pending approval of June 7, 2023 meeting minutes
- B. Charter Revision Commission
 1. Pending approval of March 21, 2023 meeting minutes
- C. Fire Dependency Board
 1. Pending approval of January 18, 2023 meeting minutes
- D. Planning Commission
 1. Pending approval of March 7, 2022 meeting minutes
- E. Records Commission
 1. Pending approval of June 6, 2023, meeting minutes
 2. Pending 2023 Reorganization Meeting
 3. Pending Review of Records Set for Destruction in 2023
 4. Pending Review of Records Policies
- F. Tree Commission
 1. Pending approval of June 22, 2023 meeting minutes
 2. Pending Tree Inventory

Council Committee of the Whole

- A. Economic Development
 1. Pending Monitoring of Economic Development Plan (ongoing)
- B. Finance, Audit & Investment
- C. Franchise, Lands & Buildings
- D. Parks & Recreation
- E. Public Services Committee

F. Personnel & Safety

G. General

1. Pending review of Council project list



Zoning Enforcement Report –July 2023

I hope everyone is doing well! We continue to make fine improvements in the overall appearance of the community. For the most part, both residents and businesses are taking pride in the appearance of their properties. I continue to meet with various residents and business owners and things have gone very positively. Letting residents and especially business owners know about our zoning regulations helps them to remain in compliance as well. We have had a couple this past month where we have had to send final certified notices but we are still hopeful for compliance on those before we have to go any further.

I will continue to keep an eye on various properties in the Village to ensure that improvements are being made and will continue to treat people fairly and with respect. When we have the vast majority of residents taking good care of their properties, this has a positive effect on everyone else and continues to beautify the Village!

Respectfully submitted,

Jacob T. Barnes

Jacob T. Barnes

**6925 Providence Street . PO Box 2476 . Whitehouse, Ohio 43571
Phone 419-877-5383 . Fax 419-877-5635
whitehouseoh.gov**

Zoning Violation Report

July 2023

NAME	ADDRESS	VIOLATION LOCATION	VIOLATION	ACTION
Cramer, Sarah & Kaitlyn	6403 Lenderson Ave	Front	RV Camper in front yard	Notice sent. Pending removal.
General Pro Hardware	6635 Providence	All	Property Maintenance	Continuing to monitor property.
Grier, Stephen	6419 Weckerly Dr	Front	Piece of furniture in front yard by street for an extended time	Inspected, tried to contact occupant and no one was home. Notice sent to owner. Item was removed.
Klawitter, Raymond	11025 Shepler St	Front/rear	Junk & debris	Have been working with the owner to clean property up. Re-inspected in early July. Property is in much better condition overall. Will continue to monitor.
MMCI Enterprises	6610 Merritt St	All	Junk	Working with owner to take care of.
Montion, Timothy	11133 West St	Front	POD storage unit	It has been removed.
Namdar DG Realty LLC	6711 Gilead St	Front/all	Vegetation	Continuing to monitor situation with property.
Rood, Nathan	6602 North St	Front	Trailer parking	Inspected, notice sent.
Stone, James	11178 Gillett St	Rear	Overgrown vegetation	Spoke with neighbor and inspected property again. Final notice sent via certified mail.
Stuart, Dylan	5935 Weckerly Rd	All	Insecure structure	Inspected again, final notice sent via certified mail.
White, Gaye	10820 Waterville St	Rear	Piles of debris/items	There is a new owner of the property. Debris is still present. Inspected in early July. They are working on removing items.
Yerkes, Kyle	10832 Waterville Street	Side	Fence/structure with no permit	Final notice issued. Fence is being removed.
Yoder, Lonnie	6612 North St	Front	Trailer parking	New Complaint- Trailer in front of home. Contacted owner. It will be removed. Owner is evicting tenant.
Zimmerman, Joshua	6127 N Texas St	Front	Parking in Front Yard	The driveway has been paved and expanded. No current violation.
	Alley between Maumee St & Toledo St		Report of possible junk vehicle	Complaint just received, will investigate.
REFERRED TO PROSECUTOR				

Zoning Violation Report

July 2023

Siebert, Mark	11164 Temperance	Side, rear	Junk, Debris, Insecure structure	Re-inspected in early June and spoke with neighbor. No current violation observed.
Wittes, John	10803 Waterville St	Rear	Junk and Debris	Continuing to monitor the property. Minor improvement has been observed.